



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

STORES WORKER I

Job Number: 20001697

Job Code: 92010V151223

Job Group: 9200 - PURCHASING AND STORES

Job Established: 06/16/1982

Job Revised: 12/23/2015

Grade: 06 Salary (MIN - MID):

\$8,435-\$11,174 - Hourly

\$1,370.70-\$1,815.78 - 37.5 Hr. Monthly Salary

\$1,462.08-\$1,936.84 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs beginning level manual and clerical work in the receiving, checking, storing, issuing and accounting for materials, supplies and equipment; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

NONE

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Receives and unpacks various materials, supplies and equipment such as printed forms, office supplies and furnishings, foods, medicines, linens, clothing, fuels, tools and mechanical parts. Checks received shipments for accuracy against purchase orders, bills of lading, invoices, etc. Inspects condition of contents. Reports any irregularities to supervisor. Stores shipments in proper location. Receives and fills approved requisitions. Packs, wraps, weighs and stamps orders. Delivers items to proper designation. Assists supervisor in taking and maintaining inventory. Maintains cleanliness of work areas. Operates machinery. Performs custodial, repair and messenger duties.

UNIQUE PHYSICAL REQUIREMENTS:

Incumbents in this job title may be required to use hand tools and lift items (stocking and unloading) in excess of 20 pounds.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties primarily in a stockroom.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317."

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.